

# City of Alameda

February 21, 2006

Planning and Building Department  
Code Interpretation  
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Building Official

## PERMIT RECORDS

The City of Alameda has historically retained building permit records for each property within the city limits. To view permits that have been pulled since February 1980, go to our online permit program, [Velocity Hall™](#). Permit records dating back to 1906 are located on microfiche at the Permit Center. The records may include building permits, calculations, plot plans, and occasionally soils reports and construction plans. You have the option of viewing the records here in our office or copies can be made for a fee. Copies of any documents or plans with a professional's signature require written authorization from said professional before duplicates can be made (**see policy below**). Once written authorization is received copies will be made, fees will vary depending on media type that copies will be made from. (See "Obtaining Copies of Plans" handout available at the City of Alameda Website or at the Permit Center.)

### Policy For Signed Drawings:

Section 19851 of the Health & Safety Code of the State of California requires that building departments not release plans or documents prepared by a licensed, registered or certified professional, unless one of the following conditions exists:

1. The written authorization from the original certified professional, or his/her successor AND from:
  - a. the original or current owner of the building

**OR-**

  - b. if the building is part of a common interest development, from the Board of Directors or other governing body of the association established to manage the common interest development.
2. The records are subpoenaed for use in civil court cases.

### Missing Records:

Every effort is made to ensure all permit records are retained in the City of Alameda archives. State law, however, does not require that plans, calculations, specifications, etc, for most residential structures, be retained for more than two years past the project completion date. From time to time plans, calculation, etc are inadvertently misplaced. Property owners should retain all permit records. Property owners who have verifiable (records must be verified as true and accurate City records by the Building Official) permit records that are missing from the City archives can request to have those records added to the City archives.